



**Part 1 Minutes of the Meeting of the
FULL GOVERNING BODY
of Helsby High School**

Date:	Tuesday 16 th June 2020 at 3.30pm	
Venue:	Via Zoom Video Conferencing	
Present:	Ms G Fulbrook (GF) Chair Dr A Morley (AM) Vice Chair Mr M Hill (MH) Mr A Wheeler (AW) Mrs A Critchley (AC) Mr C Jennings (CJ) Miss R Clarke (RC) Mrs J O’Hare (JO’H) Mr T O’Neill (TO’N) Mr I Devereux-Roberts (ID-R)	Co-opted Governor Co-opted Governor Head Teacher Co-opted Governor Parent Governor Co-opted Governor Staff Governor Parent Governor Co-opted Governor Co-opted Governor
In attendance:	Mrs S Warburton (SW) Mr M Vickers (MV) Mr John Addison (JA)	Deputy Head Teacher School Business Manager Clerk to the Governors

The meeting met its quorum.

Decisions, actions and areas of challenge during discussions indicated in bold text

Agenda item 1	WELCOME AND APOLOGIES FOR ABSENCE
Discussion:	The Chair welcomed everyone to the meeting and advised that apologies for absence had been received from Mr G Corker , Mrs D Jones, Mrs F Miller and Mrs B Ratcliffe
Resolved:	That the apologies be accepted
Agenda item 2	MINUTES OF THE LAST MEETING
Discussion:	The Governing Body considered the Part 1 minutes of the meeting held on 12th May 2020.
Resolved:	That the Part 1 minutes of the meeting of the Governing Body held on 12th May 2020, be approved as a correct record and signed by the Chair.
Agenda item 3	ACTION LOG
Discussion:	The Action Log was reviewed and updated. Future versions of the Action Log would include an “End Date” column.
Resolved:	That the report be noted

Agenda item 4	CORONA VIRUS UPDATE RE SCHOOL OPERATION
Discussion:	<p>The Head Teacher submitted a report the purpose of which was to provide a brief overview of the work carried out in School since the last meeting in May. Governors had been made aware of the operational details via regular written updates.</p> <p>One of the key strategies in trying to manage a complex situation had been the development of the idea of different ‘schools’, each with separate staffing and senior leadership oversight, which had hopefully enabled colleagues to focus on developing effective provision in their specific area .</p> <p>The report provided information on the following areas.</p> <p>‘Vulnerable Student and Key Worker Children School’ This operated throughout the half-term break, kindly supervised by volunteer teaching colleagues. Numbers had grown a little as parents had begun to return to work, but not significantly as yet (currently around 10-15 each day). As teaching colleagues had begun to focus on the return of students to classrooms, this provision had moved to E-Block, with Teaching Assistant and Student Support staff taking over the running of the provision, overseen by members of the SLT and the Acting SENDCo. As befitted the role believed it was intended to serve within the national crisis, there were no constraints to the notice period or availability of this offer for our parents. The School had planned for an increase in numbers of up to 50 this term, however, as yet there were no indications whether or not there was an expectation that it should continue to run over the summer holiday.</p> <p>‘Year 10 and 12 Supported Home Learning Schools’ At the last meeting, the Prime Minister had just indicated his intention that Year 10 and 12 students should receive some “face-to-face contact with their teachers” from the 1st June onwards. It quickly became apparent that the national coronavirus situation, which raised concerns with both professional associations and parents, would make this aim difficult to achieve. On Thursday 21st May, CWAC made a statement that schools should delay re-opening until 8th June and then over the half-term holiday an increasing government expectation that ‘lockdown’ could start to be eased was accompanied by clarity over an intended 15th June start date. Governors were reminded that even since then concerns over the North- West position had led to the adoption of a phased approach with Year 12 returning on 15th June (their A-Block ‘school’ overseen by Ian Duffell, Head of Sixth Form) and Year 10 on the 22nd June (based in B- and C-Blocks and overseen by Amy Prichard Roberts, Assistant Head Teacher). Unlike some secondary schools, who had adopted a ‘bubble’ approach delivering just core subjects, the School had chosen a more ambitious route, putting into place a variety of safety measures to allow students to follow their timetable and hence receive support and guidance from all of their available subject teachers. School was confident that the work undertaken would result in a highly-effective provision which would be appreciated by students, parents and staff alike.</p> <p>Governors were advised that on 15th June, 92% of Yr 12 attended School whilst today that figure had risen to 96%. The Head Teacher suggested that this level of attendance reflected on the work undertaken by Ian Duffell in maintaining contact with 6th Form students.</p> <p>‘Remote Learning School’ Overseen by Karen Neal, Senior Assistant Head Teacher, remote learning remained the main way of learning for Year 10 and 12 students, and sadly the only one for Key Stage 3 students this term. Staff continued to work hard to set and support learning activities, although the range of circumstances in which students were learning made it very difficult, if not</p>

impossible, to meet the needs and preferences of all students and parents. The demand for 'live lessons' was growing, which would need further consideration, more so in terms of providing as much variety of activity as possible than in an expectation that it would be an any more effective way of learning for students. The adaptation and publication of revised schemes of learning seemed to have been well received by parents, both in terms of giving an overview of this term's work and also providing reassurance that long-term planning would take into account the events of the second half of this academic year.

Staff Well-Being

The Head Teacher commented that it was great to see staff back in school during the 'CPD Week' as School prepared for the return of students to the building, and equally great to see them enjoying each other's company after such a long time apart. There were 104 colleagues who were available to work in the building, and all but a small number of them were in school last week. There were 25 colleagues whose personal circumstances meant that for now they needed to continue to work from home and it would be very important moving forwards that they continued to feel a part of the staff body. From Monday 15th June, teaching colleagues would be in school for their 'lessons' and work from home otherwise; support staff colleagues, who usually cannot work from home so easily, would be back 'full-time' in general. It was hoped that the return of students had given staff a 'lift' and a feeling that our return from the crisis was underway - there certainly seemed to be a feeling of excitement in the building last week as teaching colleagues looked forward to seeing students from their classes again.

At the request of the Chair, RC updated Governors on how staff were feeling and suggested that many of them were extremely happy to be back in School.

Summer 2020 Examination Results

It was confirmed to Governors that the completion of our centre-assessed grades and rank orders for every Year 11 and 13 subject was completed by the Friday 12th June deadline. The Head Teacher was confident that this was completed with the highest possible levels of diligence and integrity and was very grateful to subject leaders for the work they put into this - and to Amy Prichard Roberts and Ian Duffell for the oversight and support they provided.

Year 6 Transition

Governors were made aware in a recent letter to Year 6 parents that Year 6 students would not be able to visit the school this term. This would be a considerable source of anxiety for both Year 6 students and their parents and the School was in close contact with FAVSP headteacher colleagues over transition-planning. Although only working in the role in a temporary capacity, the Head Teacher advised Governors that he could not speak highly enough of the work that Katie Jones had already put in this term as Transition Lead, hosting virtual meetings with Year 6 teachers in all of our partner primary schools and developing a range of alternative transition activities, including a really impressive 'virtual tour' for Year 6 students and their parents to access.

Looking Ahead

Once there was confidence that plans for the rest of this term (ie the return of Year 10 and 12 students in the current manner) were fixed, then the 2019-20 School Development Plan would be re-visited to consider the progress of the various intended actions. This would be one of the starting points to begin the construction of the 1-year 2020-21 School Development Plan, which would very much be a 'recovery plan' which would focus on the curriculum planning and high-quality teaching required to enable students' learning to get back on track after the disruption of the last few months. This Plan, and all of its supporting elements such as the 2020-21 School Calendar and assessment structure, was difficult to envisage though at present whilst there was so much uncertainty around when and how

	<p>students would return to school and what the Autumn Term might look like in secondary schools. The Senior Leadership Team, were very much looking forward to undertaking the strategic thinking required to develop effective long-term plans in this regard - more so than working on the possibility of a short-term 'summer school', whose aims and potential value might be less clear.</p> <p>Final Thanks</p> <p>In conclusion, the Head Teacher expressed his thanks for all the support of the following over the last month or so as the School had tried to implement complex plans in very uncertain circumstances:</p> <ul style="list-style-type: none"> - To the governors, for their continued unwavering support of the school and in particular to the Chair for the support, encouragement and wise counsel she had provided; - To all the staff, who had worked so hard in so many ways, from subject leaders working on high-stakes GCSE and A-Level predictions to site staff working on the high-stakes implementation of Covid control measures in the building. Every colleague could be proud of their work and contribution since school 'closed' back in March. - To the senior leadership team, for their support, positivity and a huge amount of hard work. The quality of leadership they had exercised over their various individual responsibilities had been highly impressive, even more so as it had been accompanied by a willingness to also work collectively and support each other at a moment's notice, without thought of their own personal workload or pressures. <p>Governors expressed their appreciation of all the work done by staff</p>
Resolved:	That the report be noted and the Head Teacher thanked for the informative content

Agenda item 5	UPDATED RISK ASSESSMENT
Discussion:	<p>Governors were advised that Mrs Critchley and Mr Wheeler had visited the School on 12th June 2020 for the purpose of reviewing the new arrangements and the risk assessments. Both Governors stated that they were very impressed with the very through plans and the work that had been put in place ready for School reopening. Governors could have confidence in the team and their positive approach and attitude, while ensuring a safe environment for both pupils and staff. Mr Wheeler commented that, in his view, the School went beyond what was expected either by the local authority or central government</p> <p>The Head Teacher advised that the risk assessment was reviewed and updated on a daily basis.</p> <p>Mr Jennings asked how often Governors were expected to review the Risk Assessment documents and suggested that "Updated Risk Assessment" should be a standard item on future agendas but that Governors should only be advised of any significant changes such as removal of social distancing requirements. The Head Teacher advised that the Risk Assessment document could be put on Sharepoint for Governors attention.</p> <p>Dr Morley asked for an explanation of the process for making parents/students aware of the standards adopted at Helsby HS so as to allay any anxieties around returning to school. The Head Teacher advised that he would include details in letters to students returning to School and would also include appropriate photographs to reinforce any messages</p>
Resolved	<ol style="list-style-type: none"> 1. That the report on the Updated Risk Assessment be noted. 2. That a copy of the Risk Assessment document be placed on Sharepoint and

	Governors be advised when there was any significant amendment to the document.		
	3. That letters to parents/students returning to School set out the measures adopted by the School to ensure a safe environment, such details to be reinforced by photographs where appropriate.		
Action:	What:	Who:	When:
	Risk Assessment document be placed on Sharepoint	SBM	ASAP

Agenda item 6	GOVERNANCE
----------------------	-------------------

	<p>The Chair reported that she had not taken any actions under the Chair's urgent business powers.</p> <p>Governors discussed vacancies for School Champions, those already appointed were as follows, viz:-</p> <ul style="list-style-type: none"> • PP and Disadvantaged Students – Jenny O'Hare; • Health & Safety – Graeme Corker; • SFVS and Budget – Terry O'Neil; • Careers Education – Vocational and Academic – Chris Jennings • 3G Pitch – Andy Wheeler <p>Vacancies exist for the following areas</p> <p>SEN and Disabilities; Safeguarding; Website Compliance; Community/Public/Media Engagement; Parents; Pupils; Primary Partners/Transition; Curriculum; Governors CPD; Sixth Form; and Mental Health and Wellbeing</p>
Resolved:	<ol style="list-style-type: none"> 1. That the following appointments be made, viz <ul style="list-style-type: none"> • SEN and Disabilities – Mrs Critchley • Safeguarding – Mr Devereux-Roberts • Website Compliance – Mrs Fulbrook 2. That the remaining positions be revisited as and when appropriate

Agenda item 7	FINANCE
----------------------	----------------

Discussion:	<p>The SBM submitted a report the purpose of which was to appraise Governors of the Budget Statement as at Month 2. Governors were advised that there would normally be an expectation of around 16% of expenditure to have been incurred at this juncture, however, owing to current circumstances expenditure was around 12% which was nothing to be concerned about.</p> <p>Governors were also advised of the final outturn position for the School for the 2019/20 financial year and the figure to be carried forward to 2020/21. There had been an increase in income of £203,779 whilst expenditure was £179,685 lower than forecast giving a provisional carry forward figure of £383,464. This was slightly above 5% of the budget but School did not expect any clawback from the local authority. Major capital projects had been put on hold for</p>
--------------------	---

	<p>the time being and the SBM advised that the national financial position would need to be carefully monitored.</p> <p>In response to a question from Mr Wheeler, the SBM advised that the deferment of the capital projects would not impact on the Devolved Financial Capital situation.</p>
Resolved:	That the report be noted
Agenda item 8	STAFFING
Discussion:	The SBM updated Governors on the staffing movements since the last meeting
Resolved:	That the report be noted
Agenda item 9	SAFEGUARDING
	<p>The Chair asked SW to update Governors in respect to any safeguarding issues.</p> <p>SW advised Governors as follows, viz;-</p> <ul style="list-style-type: none"> • 21 children of key workers had accessed childcare, predominantly in Yrs 7&8 of which 5 of the 21 attend full time, the remaining being children of key workers. School policy was now to encourage the children of key workers to attend; • 219 children were being contacted who had been RAG rated as having some level of vulnerability; • TAF/CP meetings were continuing to take place remotely and efforts were being made to move to virtual TAFs for School led meetings; • Various measures had been put in place to address any student wellbeing issues; • In respect of Free School Meals, uptake was still high with families not accessing the facility being contacted. One parent was still not responding to messages so a home visit was being arranged; and • Safeguarding training was being organised via Teams
Resolved:	That the report be noted.
Agenda item 10	BEHAVIOUR POLICY
Discussion:	Governors were requested to approve and appendix to the School Behaviour Policy to reflect the current situation around social distancing.
Resolved:	That the appendix to the Behaviour Policy covering social distancing be approved
Agenda item 11	TERM DATES 2021/22
Discussion::	The Head Teacher reported that discussions were still ongoing with the local authority around the 2021/22 term dates
Resolved:	That the report be noted.

There being no further business the meeting ended at 16.25pm